Employee Handbook

Mission Statement

To prepare students for a lifetime of learning and responsible citizenship.

Maryville City Schools
Maryville, Tennessee
2026-2027
Effective July 1, 2026

Employee Handbook 2026-2027

This employee handbook is an abbreviated ready reference manual for employees of Maryville City Schools. This edition supersedes all previous editions. For more in-depth information, the complete Board of Education Policy Manual is available on each campus and can be viewed online at http://www.maryville-schools.org. Each employee should understand that it is his/her responsibility to read this handbook or have it read to him or her. Any questions should be addressed to Brittany Trentham or Ariana Moore in Human Resources. Employment is subject to the provisions in this handbook. The handbook is only to be used as a guideline and is not to be considered a contract. This handbook is subject to change without notice. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Equal Opportunity Employment and Nondiscrimination Policy

Maryville City Schools prohibits all discrimination in accordance with Title VI of the Civil Rights Act of 1994, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal, state and local laws. Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, colors, sex, religions, ages, national origins, individuals with disabilities, veterans or any other status protected by Federal or State Law. (Board Policy 5.104)

Maryville City Schools expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability or genetic information. Employee discrimination/harassment will not be tolerated. (Board Policy 5.500)

Inquiries regarding compliance with American with Disabilities Act including Section 504, Title VI, Title IX and other civil rights or discrimination issues may be directed to the below offices:

For Staff inquiries, please contact Brittany Trentham, Human Resources Director at brittany.trentham@maryville-schools.org or (865) 982-7121.

For Title VI and 504 Student inquiries, please contact Dr. Melanie Davidson, Special Education Director at Melanie.davidson@maryville-schools.org or (865) 982-7121.

For Title IX inquiries, please contact Joe Pinkerton, Title IX Coordinator at joe.pinkerton@maryville-schools.org or (865) 982-7121.

Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) Policy

As a district committed to protecting the privacy and rights of our students and families, Maryville City Schools complies with the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). All employees are expected to understand and adhere to these federal laws.

FERPA Overview: FERPA is a federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records and grants rights to parents and eligible students. Under FERPA, parents or eligible students have the right to:

- Inspect and review the student's education records.
- Request the amendment of inaccurate or misleading records.
- Consent to disclosures of personally identifiable information (PII), except where FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education regarding alleged violations.

Employee Expectations under FERPA:

- Access student records only when required for professional responsibilities.
- Maintain the confidentiality of student information at all times.
- Participate in annual FERPA training.
- Report any potential data breaches or unauthorized disclosures to a supervisor or district administration immediately.

The district annually notifies parents and students of their FERPA rights through student handbooks, school websites, and other appropriate communications.

PPRA Overview: The Protection of Pupil Rights Amendment (20 U.S.C. § 1232h; 34 CFR Part 98) governs the administration of certain surveys, evaluations, and the collection of student information. Under PPRA, parents have the right to:

- Provide consent before their student is required to participate in surveys involving sensitive topics (e.g., political beliefs, mental health, illegal behavior, etc.).
- Opt their student out of non-emergency physical exams/screenings and the collection or use of personal information for marketing purposes.
- Inspect instructional materials used as part of the student's educational experience.

Employee Expectations under PPRA:

- Notify administration prior to administering any student survey or questionnaire that may include sensitive information.
- Follow district procedures for obtaining parental consent where required.
- Respect parent and student rights to opt out of specific activities as outlined in PPRA.
- Allow inspection of applicable instructional materials or instruments upon request.

All staff are expected to be familiar with these federal protections and comply fully with district procedures that support them. Training and updates will be provided annually.

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Employee Information

Accident/Incident Reports and Safety Information

All accidents/incidents occurring on district property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported immediately to the building principal who will report to Brittany Trentham. Reports should cover property damage as well as personal injury. A completed accident report form should be submitted to the building principal within 24 hours or the next scheduled district workday. Post-accident drug and/or alcohol screening will be mandatory for: 1) Motor vehicle accidents occurring during the paid work time, unless the employee is not in the vehicle at the time the vehicle is damaged 2) Damage occurs to MCS property. For further information on Drug and Alcohol testing for employees, see Board Policy Section 5.403. In the event of a work-related accident or injury, please see the Workers' Compensation section of this handbook.

Maryville City Schools recognizes that safe work practices shall be incorporated into all aspects of the instructional program and makes every effort to identify workplace hazards and the personal protective equipment necessary (above and beyond engineering and administrative controls) to protect employees from recognized hazards. The system currently provides a (1) Safety Footwear Program and (2) Safety Eyewear Program. Please contact Human Resources for further information.

Except where expressly permitted by state law, possessing any weapon or dangerous instrument on school property is prohibited. Except for authorized law enforcement officials, carrying concealed weapons on school property is prohibited. Employees who violate this are subject to disciplinary action including termination. Employees who know or believe that an employee is in unlawful possession of a weapon on school property shall immediately report this to the local police department and building administration.

Attendance/Absences

When an employee is absent from work, it must be reported via SmartFindExpress, the district's online system for reporting absences and securing substitutes. Refer to the SmartFindExpress section in this handbook. Notifications of absences shall be made as soon as possible, but not later than 1 hour before the opening of school or start of the workday. If needed, contact Gina Holland or Brittany Trentham for assistance at 865-982-7121.

Board of Education Powers and Duties

Except as otherwise provided by general law or by ordinance, the Board of Education shall have full power and control of all matters pertaining to the conduct of the public schools within the City, and shall exercise such other powers and perform such other duties with respect thereto as may be imposed upon them by law or by ordinance of the City Council. Items to be placed on the agenda for a Board of Education meeting should be turned in to Gina Holland at the Central Office at least one week before the scheduled meeting. Regular meetings are held once a month and rotate between schools. All regular and special meetings of the Board are open to the public unless otherwise provided by law. **Members of the Board of Education are as follows: Chair Julie Elder, Vice Chair Nick Black, Member Candy Morgan, Member Isaac Simerly and Member Bart Stinnett.** (Board Policy Section 1)

Central Office Hours

The district central office is open on school days between the hours of 7:30 am and 4:30 pm. During the summer months and when school is not in session, the office is open between the hours of 8 am and 4 pm daily with the office closed for lunch from 12-1 pm. Central office will be closed for city holidays when school is not in session.

Change of Address/Name/Phone

Employees should notify the district's Human Resource Specialist, Ariana Moore, of any change in address, name or telephone number. To implement a name change an employee must provide a social security card with the new name on it or (for Certified Employees Only) submit a transaction through TNCompass for a name change on their teaching license.

Child Abuse Reporting

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect. If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement. When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator. Failure to report suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and district disciplinary action up to and including dismissal. Tennessee law provides that a staff member, who, based on reasonable grounds, participates through good faith by making a child abuse report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. Additional information can be found at TCA 37-1-403. (Board Policy 6.409)

Classifications of Employees (Board Policy 5.102)

Certified Employees: A certified employee is an individual who possesses a professional teaching certificate and is in a position requiring such certificate.

Classified Employees: A classified employee is an individual whose employment does not require a professional teaching certificate. Classified employees include educational assistants, bookkeepers, secretaries, custodians/maintenance employees, food service workers, adventure club employees, and some administrative positions whose job does not require a teaching certificate.

Code of Ethics

Employees of Maryville City Schools are expected to adhere to the Code of Ethics as found in Board Policy Section 5.611. Certified employees are also expected to adhere to the Teacher Code of Ethics as cited in TCA Sections 49-5-1003 and 49-5-1004.

Community/Political Activities

Employees are encouraged to participate in community activities in which they hold interest. Employees have a right to express their views on any public issue, even when the view is in opposition to a view expressed in board policy or board action. However, employees have the duty in each case to make clear in their statements that the view expressed is not the official view of the School Board or school system. Guidelines for employees planning to run for political office are found in the district's Board Policy Manual. In connection with any campaign or position appointment, no employee shall use school system facilities, equipment, or supplies, nor shall the employee use any time during the working day for campaigning purposes. (Board Policy Section 5.606)

Complaints and Grievances

Staff member complaints that a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations has occurred should be directed to the immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, staff, in accordance with Board policy, may initiate formal complaint procedures. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. If a teacher feels that he or she has a grievance, he or she shall first discuss the matter with the principal or other appropriate supervisor personally in an effort to settle the problem

informally. If the problem is not resolved informally, then either party may declare that a grievance exists and the formal procedure stated in Board of Education Policy invoked. (Board Policy Section 5.501)

Conflict of Interest

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. All employees of the Board are prohibited from accepting things of material value from companies or organizations that are doing business with the school system. Teachers should not accept gifts from students except gifts with token value. (Board Policy Section 5.601)

Contracts

New Licensed Employees: Maryville City Schools shall issue contracts for new teachers after approval and adoption of the budget by the Board and City Council. The contract shall provide for 200 days as indicated in the calendar adopted by the school board. (Board Policy Section 5.110)

Non-Tenured Licensed Employees: Employees in certified positions that are not yet tenured will be required to enter into a written contract on a yearly basis until tenure is granted. This contract is similar to the New Teacher Contract. (Board Policy Section 5.110)

Tenured Licensed Employees: As specified by Tennessee State Law, contracts for tenured licensed employees are automatically renewed at the salary approved by the Board of Education unless specific written notification is made otherwise. (TCA 49-5-409)

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Criminal Record Checks/Fingerprinting

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children. Further, applicants who (1) have been identified by the Department of Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be employed. Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. Background checks shall be required of these employees at least once every five (5) years after the date of hire. The Board shall cover the costs of all subsequent, required background checks. (Board Policy Section 5.118)

Dress Code

All employees are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Earrings and nose studs are the only visible, piercing jewelry allowed to be worn on school property during the workday. Dress or attire from school employees that the district considers to be disruptive, inappropriate or which adversely affects the educational atmosphere will not be tolerated. Examples of dress code violation include, but are not limited to the following:

clothing that is ill-fitting or too revealing (e.g., items which are overly loose or tight; or items which are low cut, short, or otherwise suggestive); arriving at work in clothing inappropriate for the work environment (e.g., items that are soiled or unmaintained); or attending a work-related activity or arriving at work in clothing that works against the interests of the district (e.g., clothing or visible tattoos which display abusive, vulgar, or offensive language; items which advertise tobacco products or alcohol; or items which reference drug use or other illegal activity). Custodians, maintenance and food service personnel will be required to wear uniforms provided by the school system. Appropriate safety gear shall also be worn at all times as deemed necessary. No open-toed or slip-on shoes shall be worn by any of these employees during regular work hours.

Drug and Alcohol Policy

The Board of Education shall promote and maintain a drug-free workplace. All employees are expected and required to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. The Board is responsible for the instruction and well-being of the students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable. All employees are expected to adhere to the Drug-Free Workplace policy at found in Appendix B and Board Policy 1.804. Drug and Alcohol Testing for Employees can be found in Board Policy 5.403.

Electronic Communications, Cell Phone Usage and Information Technology

Maryville City School system employees may receive network access and a corresponding email address. Email messages should be used for official business, kept short, and broadcast to entire staff within a school only with permission of the principal and to other schools only by permission of the Director of Schools. Use of the system must not interfere with instructional time or disclose confidential information about students. Every staff member and student must sign the Responsible Use Policy annually. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Staff/board members have no right to privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection. E-mails are kept a minimum of one month in accordance with Records Management for Municipal Governments. After the set time has elapsed, e-mail communications may be discarded unless notification of pending litigation or other good cause exists for retaining e-mail records. (Board Policy Section 1.805) Employees may use cell phones for work related reasons as long as usage does not interfere with the completion of essential job duties. The Board supports the privilege of faculty, staff and students to have reasonable access to various informational formats via MCS Network. However, it is incumbent upon those individuals to use this privilege in an ethical and responsible manner. Employee access to electronic media involving direct resources is provided upon receipt of a signed Responsible Use Policy agreement. The responsible Use Policy Agreement is signed electronically at the beginning of each school year. (Board Policy Sections 1.805, 4.406, and 4.407)

Employee Access (Skyward)

View and print your pay stub from any desktop or mobile device via the MCS Employee Access portal. With your ability to print a pay stub as needed, paper copies are not provided. The link to Skyward is found on the MCS home page under Employees or HERE

Employee Conduct

Employees of Maryville City Schools are expected to conduct themselves in an appropriate manner at all times. (Board Policy section 5.600 and Employee Code of Conduct (Reviewed/Signed annually by all employees))

Employee Health Clinic

The clinic is available free of charge to full-time and part-time MCS staff members with regularly assigned hours. The clinic will also see dependents on MCS medical insurance (dependents ages 6 – 26 and spouses). To schedule an appointment, call 983-0349 or via e-mail at **nurse@maryville-schools.org**. The Nurse Practitioner is in the clinic to see patients for illness, injury, or annual health assessments (including physical exam and lab work). While an appointment is preferred, walk-ins will be accommodated as scheduling allows. For More information, see Appendix A.

Clinic Hours: Monday - Friday 7:00 A.M. - 3:30 P.M.
Nurse Practitioner: Monday - Friday 7:00 A.M. - 12:00 P.M

Employee Evaluations

The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the part of the Director of Schools and administrative and supervisory personnel. The Board shall use guidelines developed by the State Board of Education for implementation of an approved evaluation system of licensed teaching personnel. Classified personnel shall be evaluated annually during the first two years of employment and then at least once every three years thereafter. School administration will perform and retain performance evaluations. (Board Policy Section 5.109)

Employment At-Will

Tennessee is an employment at-will state. Generally, this means that employment for classified workers is voluntary for both employees and employers (see Classification of Employees section in this handbook). Classified employees are free to terminate the employment relationship at-will for any reason or for no reason at all without consequence. Likewise, employers in Tennessee may legally terminate classified employees for any reason or for no reason at all. However, an employer may not discriminate against any employee on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status or genetic information. The contract agreement of certified employees exempts them from the at-will nature of the employment relationship.

Fair Labor Standards Act

Regular working hours for all support staff will be set by the building principal. Support staff employees are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from their supervisor. Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday. (Click here for the link to Board Policy Section 5.602 Concerning Overtime and Compensatory Time)

Field Trips and Other Student Travel

Field trips will be used only to extend instruction. The following will be considered before any field trip will be approved: (a) the value of the field trip to mastery of the learning objectives of the class; (b) the suitability of the activity and travel time for the students; (c) the availability of transportation; and (d) the cost. The principal will have approval of walking field trips. The Director of Schools must also approve field trips that require transportation. The Board of Education will have approval of all overnight field trips. Field trips must be approved in advance. Any teacher seeking approval for a field trip will submit a field trip request form to the principal. If the principal approves, and it is necessary, the principal will forward the request to the Director of Schools. (Board Policy 4.302)

Flu Shot Program

If funding permits, a flu shot program will be made available to all regular employees during the fall of each school year. Scheduling will be handled by the Coordinated School Health Coordinator and will be communicated prior to the start of the program.

Food Service

The goal of the food service program is to design and implement a program of food service that emphasizes the nutritional needs of children and adults as the basis of growth and development of bodies and minds. Maryville City Schools participates in the National School Nutrition Program with breakfast and lunch served in all schools. Employees are not allowed to charge meals in the cafeteria. (Board Policy Section 3.500)

Fundraising

The principal and the Director of Schools must approve all fundraising activities that involve students or that occur on school property in advance annually. This includes any activity that involves the collection of money except for classroom fees and field trip expenses. The Director of Schools provides a form for this purpose and provides the Board of Education with a listing of the approved projects. (Board Policy Section 2.601)

Gifts

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

Exceptions to this policy are acceptance of minor items, which are generally distributed to all by the companies through public relations programs. Teachers should accept only gifts with token value from students. (Board Policy Sections 1.106 and 5.605)

Harassment

Harassment of employees will not be tolerated. Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, disability and gender. Harassment is defined as conduct, advances, gestures or words of any nature, which have any of the following effects: (a) unreasonably interferes with an employee's work or performance; (b) creates an intimidating, hostile or offensive work environment; (c) implies that submission to such conduct is made an explicit or implicit term of employment; (d) implies that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee. Any complaints should be reported to the employee's immediate supervisor. If that person is involved, then it should be reported to the next level of supervision. All reports of harassment will be investigated, and disclosures made only when necessary to investigate any incident or as required by law. Any employee who is subject to, or knows of, such harassment is directed to immediately notify the building principal or Brittany Trentham. If the complaint is not satisfactorily settled, the employee may file a complaint directly with the Tennessee Department of Labor, Civil Rights Division or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law. (Board Policy Section 5.500)

Health Examinations

All newly hired employees must satisfactorily pass a post-offer, pre-placement physical exam and a comprehensive urine drug screen prior to employment duties. No employee who has any communicable

disease shall perform duties in any location where such might endanger the health of schoolchildren. (Board Policy Section 5.106)

Hepatitis B Program

The Director of Schools or designee shall prepare and administer an exposure control plan for infectious diseases. The plan shall include the offer of free hepatitis B immunizations for all employees who have reasonable anticipation of skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials through the performance of their duties. (Board Policy 5.402)

Holidays (Following is a list of observed holidays by Maryville City Schools)

Labor Day
Thanksgiving **plus one**
Christmas **plus one**
New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day

Involuntary Transfer or Assignment

The principal of each school shall have the authority and the responsibility to assign staff as necessary to meet the needs of students. When possible, the principal should discuss potential changes in job assignments with the staff involved to ensure that the reasons for the changes are understood.

Leave Types (Board Policy Section 5.301 to 5.310):

Eligibility: Employees eligible for paid leave are those in regularly assigned district or school-based positions for which pay is annualized. Substitute employees, adventure club workers, timecard and other temporary employees are not eligible for paid leave.

Court Appearances/Jury Duty: If an employee appears in court because of a personal interest, whether as a plaintiff, defendant or witness, or voluntarily appears on behalf of family or friends, or when an employee is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established Board policies on leave. School employees summoned to jury duty will receive regular compensation. Notification to the immediate supervisor and payroll should be made as soon as a jury summons is received. Teachers are no longer exempt from jury duty, but according to state law may request a more convenient time to serve.

Emergency Leave: An employee must have permission from his/her immediate supervisor in order to leave the worksite during the workday. The employee is required to sign out and sign back in upon returning. Teachers are encouraged to utilize their planning time to reduce the impact on students. If the time away exceeds 90 minutes, then the employee must take a half day sick or personal leave. The immediate supervisor shall keep a tally of the amount of time individual employees are released under this policy. If the amount becomes excessive, then the employee may be charged with one (1) day of applicable leave.

Family and Medical Leave Act (including Military Family Leave): The Family and Medical Leave Act (FMLA) provides for up to 12 work weeks of unpaid job protected leave for eligible employees for certain family and medical reasons. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave. FMLA period begins on the 11th consecutive day of sick leave or the last day of substituted paid leave, whichever is earlier. Employees are eligible if they have worked for at least one year and have worked for 1,250 hours over the previous 12 months. The Military Family Leave provisions afford FMLA protections specific to the needs of military families. Questions regarding FMLA leave should be directed

to Human Resources. Detailed information about FMLA and your rights can be found at https://www.dol.gov/agencies/whd/fmla.

Long-Term Leave of Absence: One-year leave of absences are not approved. Extended Leave of absences will be approved for the period of eligibility under FMLA or a physician's note through the first natural break at any 9-week period. Part-time employees not eligible for FMLA may request a leave of absence beyond a term identified by a physician's note to return to work no later than the first day of school after the next natural break. An extended leave of absence outside these guidelines will require the employee to resign from their current position and they will have to reapply for a new position when ready to return to work. (The only exception to these guidelines will be for employees requesting leave for student teaching)

Maternity/Paternity Leave : (Unpaid) Relationship between FMLA leave and Tennessee Maternity Leave Act- FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child. Use of FMLA under Maryville City Board of Education policy 5.305 shall run concurrently with any substituted paid leave following our regular leave policy procedures. A physician's note is required for an absence of five or more days and FMLA period begins on the 11th consecutive day or the last day of substituted paid leave, whichever is earlier. Leave request forms are available from Human Resources. (Paid) TN Public Chapter 399 (2023) authorizes certain eligible full-time employees up to 6 paid weeks of parental leave (counted towards the use of FMLA). Please contact the MCS HR Department at 865-982-7121 or brittany.trentham@maryville-schools.org for eligibility, authorized use and/or to request an application.

Military Leave: Employees shall be granted leave for military service without forfeiture of accumulated leave credits, tenure status, or other fringe benefits in accordance with TCA 49-5-702. The Notice of Rights and Duties under the Uniformed Services Employment and Reemployment Rights Act (USERRA, 12/19/05) will be followed when an employee is required to leave for military service.

Personal Leave: Personal leave is subject to prior approval of the immediate supervisor and required notice provisions. Employees must provide advance notice of personal leave requests to their principal/supervisor; at least one (1) day's notice for most requests and two (2) weeks' notice for requests exceeding two (2) consecutive days. Requests for Personal Leave must be made through SmartFindExpress (refer to the SmartFindExpress section in this handbook). Certain requests, including those made during restricted periods identified by Board policy, may require approval from the Director of Schools. Except for emergency reasons as approved by the Director of Schools, personal leave may not be taken immediately before or following holidays, in-service days, during scheduled tests or exam days, and during the first week or the last two weeks of school, and no more than 10 percent of teachers may take personal leave on the same given day.

- **Certified Employees** earn four (4) personal leave days per school year (two (2) days per half-year employed).
- **Classified Employees** earn three (3) personal leave days per school year.
- Employees may carry over up to three (3) unused personal leave days from year to year.
- Any personal leave balance above three (3) days at the end of the school year will automatically be converted to sick leave.
- Any unused personal leave remaining at the time of separation from employment will be converted to sick leave.

Professional Leave: The Director of Schools may grant additional professional leave for professional development and school-related activities as are deemed advisable. Professional leave will be approved by the Director of Schools as necessary to meet the ongoing professional development needs of the school system.

Sick Leave: Sick leave shall mean leave of absence because of illness of an employee from natural causes or accident, quarantine, or illness, or death of a member of the immediate family of an employee, including spouse, parents, grandparents, children, grandchildren, brothers, sisters, spouse's family and stepfamilies.

Certified and Classified personnel shall earn one (1) day of sick leave for each month employed up to eight (8) days per year for employees with ten-month contracts (188-220 days), up to nine (9) days per year for employees with eleven-month contracts (235 days), and up to ten (10) days per year for employees with twelve-month contracts (260 days).

One day equals the average number of hours worked per day. For example, an employee who works 5 hours per day earns one (1) five-hour sick leave day per month. An employee who works 8 hours per day, 3 days per week, earns one (1) 4.8-hour sick leave day per month. Sick leave shall be cumulative for all earned days not used for Certified and Classified (Exception: Retired part-time employees' sick leave is not cumulative). An employee claiming sick leave may be required to file a certificate from a physician stating the nature of the illness and the length of time the employee was unable to work. A physician's note is required for an absence of five (consecutive) or more days and FMLA period begins on the 11th consecutive day or the last day of substituted paid leave, whichever is earlier.

Notes:
(1) All unused sick leave accumulated by Classified personnel shall be forfeited at separation of employment except in the case of retirement* under TCRS in which it is paid out at $35.00 per day or transferred to TCRS for retirement credit at the request of the employee.
*Retirement for part-time classified personnel (not eligible under TCRS) is defined as age 60 with 5 years of service with MCS or 30 years of service with MCS
(2) All unused sick leave for Certified personnel is accumulated and transferred to another Tennessee school system at the employee's request upon separation or automatically transferred to TCRS for retirement credit
(3) Sick leave may be advanced for the current leave year (July 1 – June 30). Any sick leave used beyond the employee's available balance or annual accrual entitlement will be treated as leave without pay. The employee's pay will be reduced at the applicable daily rate on the paycheck covering the period during which the unpaid leave was taken.

Vacation: Personnel on a 235-day contract are entitled to earn five (5) days of paid vacation time and are authorized to carry over five (5) days from year to year. Personnel employed on a 260-day contract are entitled to earn paid vacation time according to the following schedule.

Years of Service	Earned per year	Authorized to Carry Over
First Year	1 day/month	Up to 10
1-5	10 days	10
6-10	15 days	15
11-15	18 days	18
16+	20 days	20

Notes:
(1) During the first year of employment, employees earn one day of vacation for each month completed, not to exceed 10 days.
(2) All vacation must be approved by the immediate supervisor or the Director of Schools

(3) Unless hired prior to 4/2/1985, no more than 20 days can be carried over from year to year.
(4) Accumulated days plus days to be earned for the year will be advanced and credited on July 1 of each year. (Board Policy Section 5.310)
(5) Employees will be paid for unused vacation days at their daily rate upon separation.

Unpaid (LWOP): Employees will be required to pay all benefit premiums while on an approved unpaid leave of absence. During leave under Family and Medical Leave Act (FMLA), premium payments shall be the same as the employee's current payroll deductions. After FMLA has been exhausted, medical and dental premiums will become equal to current COBRA rates and will be paid at that level by the employee until the employee returns to work.

Leave Reporting - SmartFindExpress

SmartFindExpress (SFE) is a telephone and browser-based system that manages employee absences and substitute job assignments. When an employee creates an absence, the system assigns the most appropriate and available substitute for jobs that require a substitute. Employees may create absences, and review or cancel absences 24 hours a day, 7 days a week. New employees will be given an Access ID in order to register.

WEBSITE: https://maryville.eschoolsolutions.com PHONE: (865)238-4381

SmartFindExpress is very simple to use. In order to activate an account, employees must complete the following steps.

1) Call the main system number for SFE at **(865) 238-4381**.
2) Enter your 5 digit Access ID (provided by Human Resources) follow by the star (*) key.
3) When the system asks for your PIN, enter your Access ID again, followed by the star (*) key.
4) You will be asked to record your name. (**Teachers, please be sure to also include the grade level and subject area you teach**). Record your name and when finished, press the star (*) key.
5) Next you will hear the primary location and classification that has been set up in your profile.
6) Create your PIN. It must be numeric and be at least 6 digits, but no more than 9.

You can use the same Access ID and PIN whether using SFE by phone or online. There is an initial training video on the login page and once logged in, there are additional training videos under the Help menu. Questions can be directed to Gina Holland or Brittany Trentham at 865-982-7121.

License Renewal, Advancement and other Salary Information

Teachers are responsible for obtaining/maintaining their own TN Teaching License. It is the responsibility of each certified employee to keep his/her license and all endorsements current. Educators must register for a user account specific to the TNCompass website. All Tennessee educators, including teachers and school services personnel, must log into their TNCompass account to take action (Renew, Advance, Add Endorsement, Add Degree, etc.) on a current license. TDOE sends out e-mails through TNCompass to each educator at the beginning of the calendar year for licenses expiring in August of each year. Below are several resources for completing a transaction to take action against a current license:

1. TNCompass Licensure Educator Guide - Click HERE
2. TDOE Information for Current TN Licensed Educators – Click HERE
3. TDOE Licensure Resources (Renewal/Advancement Checklists, Endorsement Guidance, PDP Guidance) – Click HERE

All course work for advanced degrees must be completed by August 31 in order to qualify for a salary increase at the beginning of the school year. Pay increases for advanced degrees (MS, MS+30, EdS

or EdD) will be granted after a license has been updated reflecting the advanced degree. Teachers should notify Brittany Trentham or Ariana Moore when the new license has been issued. If necessary, the pay will be retroactive to the first payday of the school year. For degrees received in December, the pay increase will be effective for the final six pay periods of the school year. (TCA 49-5-402) **The BS+12, BS+24, MS+12 and MS+24 salary levels were frozen as of December 31, 2014 to new enrollees.**

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board of Education and/or policies adopted by the Board. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the human resources office in accordance with timelines established by the district.

During the first nine weeks of the school year, each employee will be provided a Salary Notice or Pay Detail, which details the employee's compensation for the upcoming school year. Questions regarding your notice should be directed to Brittany Trentham in Human Resources**.**

Media Access to Students

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not be unduly disruptive and must comply with Board policies and district goals. Media representatives must report to the building principal and obtain prior approval before accessing students involved in instructional programs and activities not attended by the general public. Staff may release student information to the media only as permitted by applicable federal and state law, including laws governing education records, and in accordance with Board policies regarding directory information and personally identifiable information. Student interviews, photographs, and other media participation shall be subject to applicable district media release procedures and parental authorization requirements. (Board Policy 6.604)

Nepotism

It is the preference of the Board of Education that no family member of the Board of Education be employed in Maryville City Schools. The Board is sensitive to the potential perception that a conflict of interest could occur by hiring family members. However, the Board also recognizes the need to hire the best candidate for each position. Therefore, the Director of Schools may recommend a family member of the Board of Education for employment, as an exception, providing the circumstances exist, which makes it in the best interest of the educational program. In addition, the Board must approve the Director's recommendation. No family member of the Director of Schools shall be employed in Maryville City Schools. (Board Policy 1.108)

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the district as long as such employment does not interfere with assigned school duties.

The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or during the additional time that the responsibilities of the position require; nor will an employee use any district facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment. (Board Policy Section 5.607)

This policy prohibits the conducting of transactions for an outside business venture by school employees on school grounds. For practical application of this board policy, the following activities are prohibited:

- Hosting “sales” parties on school campuses where an employee will benefit from purchases through payment or perks;
- Demonstrations to promote products with sales directives;
- Initiated conversations with employees and non-employees to solicit clients and/or sales;
- Responsive conversations during school hours and on school campuses that are initiated by non-employees seeking products and sales transactions. Employees should conduct all side business, including product discussions, outside of school hours and off-campus;
- Using school equipment to make copies or laminate promotional events for the side business.

However, this policy does allow for the following fund-raising type of activities:

- Leaving cookie order forms, popcorn sales, or candy bars in the teacher’s lounge, workroom, or teachers’ café areas where profit will benefit a non-profit organization and not connected to a business venture;
- Promoting fund-raising events for personal children, athletic organizations, and churches, when the promotion is limited to communication with the option to respond.

This policy is intended to protect the professional relationship between parents and teachers and among colleagues by not creating an environment in the professional setting where anyone feels they are being solicited for sales or service as a “captive audience.”

Paydays and Schedule

All personnel will be paid monthly according to salary schedules established annually by the Board of Education. All personnel are paid on the 3rd of the month or on the closest workday before the 3rd. Annual pay is divided equally between 12 payments unless otherwise specified. For time-card employees, the cut-off for each payroll is the 15th of the month preceding payday. Direct deposit is mandatory for all employees. (Board Policy Section 2.802) Career Ladder eligible teachers will receive payments in Dec and May of each year with their regularly scheduled payroll. Paystubs may be viewed and printed from any desktop or mobile device via the MCS Employee Access Portal in Skyward.

Payroll Deductions

Payroll deductions include Social Security/Medicare, Federal Income Tax and may include Tennessee Consolidated Retirement System, United Way, tax-sheltered annuities, MCS Foundation, premiums for medical/dental/vision insurance and supplemental policies available to fulltime employees. Payroll questions should be directed to the district’s Payroll Specialist, Ellen Passmore. (Board Policy Section 2.802)

Pony

A mail service (referred to as "The Pony") facilitates school-to-school and district-to-school mail delivery. Daily delivery throughout the school year, with weekly delivery during the summer months.

Printing Policies

The Copy Shop is located on the lower level of the Central Office to the left of the main entrance (520 S. Washington St, 37804). Copies are printed on two sides to conserve paper unless one-sided copies are specifically requested. Copies may be collated when specifically requested. **Please remember that there is a minimum 48-hour turnaround time on copies.** Originals submitted to be copied must be copy ready. Originals submitted with holes or with tape, different sized paper, or two-sided to one-sided requests delay printing and will be returned without copying. **Emergency Requests approved by the school principal will be put at the beginning of that school’s print requests**. Teachers must have permission to duplicate copyrighted material and must initial the print request form before the copies will

be made. Copies may be requested by completing the form and uploading files on the district website at https://www.maryville-schools.org/about-us/copyshop. The password is KEY.CO

Professional Development

Teachers are encouraged to be in a continuous program of professional and technical growth by exhibiting lifelong learning skills in order to provide a quality educational program for all students in the system. At least five days of in-service training for teachers shall be included in the school year. (Board Policy Section 5.113)

Public Relations

A program of public relations is conducted to keep the citizens of Maryville informed about the schools. School personnel are instrumental in determining the public image of the district and its schools. Teachers who wish to have media coverage of an event or program are asked to e-mail the district's Coordinator of Communications, Maria Greene.

Purchasing

Teachers may requisition supplies in accordance with school policies and procedures on forms supplied by the school office. Always check with the school bookkeeper prior to making any purchases. After all items have been received, school personnel must sign all receipts and then forward to the school bookkeeper for payment. For questions about school purchases paid at the Central Office, please contact the district's Finance and Accounting Department at 865-982-7121. (Board Policy Sections 2.800, 2.804, and 2.805)

Records

Employees shall have the right, upon request, to review the contents of their own personnel files. (Board Policy Section 5.114)

Release of General Employee Information

Employee records are public records, except for matters deemed confidential by law, and shall be open for inspection during regular business hours. Members of the public may not obtain an employee's unpublished telephone number, bank account information, social security number, personal health information or driver's license information except where driving or operating a vehicle is considered to be a part of the employee's duties, unless the employee expressly authorizes release of this information. Requests to inspect personnel records shall be made in person, or by telephone, fax or electronic mail to the Director of Schools. Requests shall be granted within a reasonable period of time not to exceed five (5) working days after receipt of the request. The individual making the request shall present a photo ID before any records are made available. (Board Policy Section 5.114)

The district may also disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former employee; and
3. The information is related to job performance.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the employee's civil rights.

Resignation

A teacher shall give the Principal and Director of Schools written notice of resignation at least thirty days in advance of the effective date of resignation. Classified personnel shall present a signed

letter of resignation or e-mail to the immediate supervisor at least two (2) weeks prior to the effective date. (Board Policy Sections 5.200, 5.201, and 5.202)

School Alert Messenger

LOOP MESSAGING is our provider for district telephone, email, and SMS notifications to parents and staff. By using this multi-channel messaging technology, important information from the district or school can be transmitted to thousands of recipients in just a few minutes. Contact information for this system is pulled from PowerSchool. To ensure proper delivery of messages, it is important to update any changes to your contact information in PowerSchool immediately. Should you become aware of a missed message, please contact your school office to verify your information in PowerSchool or call the central office for assistance. In addition, the MCS District App includes a secure messaging platform that may be used by teachers, coaches, club sponsors, and other school personnel to communicate with students and parents regarding educational programs, classroom activities, extracurricular opportunities, and school-related events. The platform is designed specifically for educational communication and includes safety features such as district oversight, secure user authentication, message archiving, and administrative monitoring capabilities. These safeguards help ensure communications remain appropriate, transparent, and focused on supporting student learning and engagement.

School Day

Principals are expected to be in the building at least 30 minutes before school begins and to stay at least 30 minutes after school ends. Teachers are expected to be in the building at least 15 minutes before school begins and to stay at least 15 minutes after school is dismissed. Teachers will attend the staff meetings that are scheduled by the principal as frequently as necessary to meet the ongoing needs of the school. The Principal will determine the exact school day for all other positions on his/her campus. (Board Policy Section 5.602)

School Support Organizations

The procedures and agreements for School Support Organizations can be found in the Board of Education Policy Manual Section 2.404 and the related procedures section. These organizations are ones that support the school system in any capacity and operate both fundraising and disbursement of funds independently from the schools' general accounting systems.

Snow Days/Emergency Closing

School closures or delays will be announced as early as possible via available media outlets including radio, television, social media, MCS APP, and website. Employees may also receive messages through LOOP MESSAGING via email, voicemail, text, etc. School closings due to weather or other reasons will be made up as needed - at the discretion of the Board of Education and per guidance from the TN Department of Education.

Staff-Student Relations

Staff members shall use good judgment in their relationships with students beyond their work responsibilities and/or outside the school setting and shall avoid excessive informal and social involvement with individual students. Any appearance of impropriety shall be avoided. Sexual relationships between employees and students are prohibited. (Board Policy section 6.610)

Suspension & Dismissal

The Director of Schools may suspend any employee, certified or otherwise, at any time as deemed necessary or pending investigation or final disposition of a case by the Board of Education. The suspension will be without pay. If the employee is reinstated, full salary for the period of suspension will

be paid. No tenured teacher shall be dismissed except under conditions specified under TCA 49-5-511. (Board Policy Sections 5.200, 5.201, and 5.202)

Tax Sheltered Annuities

Effective May 16, 2017 participation in Maryville City Schools 403(b) and 457 plans were closed to new participants. As of the same date, employees who wish to begin a new retirement savings account will utilize the State of Tennessee 401(k) Plan (www.retirereadytn.gov). Employees who had an existing 403(b) or 457 account may continue to voluntarily place a portion of their income into it. Deductions are taken over 12 months unless otherwise specified. Such pre-tax funds and the interest they earn are tax deferred for Federal Income Tax purposes until they are withdrawn. Information regarding the 403(b) program can be found at https://www.omni403b.com/plandetail/1022 .

All Board of Education employees in Tennessee, including part time employees, may participate in the state 401(k) retirement plan offered by the Tennessee Treasury Department. Maryville City Schools' employees who wish to set aside supplemental retirement savings will utilize the State of Tennessee 401(k) plan. Payroll deductions will be made by the school district at the election of the employee through Empower at https://retirereadytn.empower-retirement.com/participant/#/login.

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters. However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Technology Resources

The district's computer systems and networks are any configuration of hardware and software located in any school building. The systems and networks include all of the computer hardware, operating system software, stored text and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available. The district reserves the right to monitor all technology resource activities. The district's technology resources will be used for learning, teaching and administrative purposes consistent with the district's mission and its goals. Commercial use of the district's system is strictly prohibited. (Board Policy Sections 1.805, 4.406, 4.407)

Telework

Telework is a work arrangement where designated employees are allowed to perform their normal duties and responsibilities through the use of hardware and software at an alternate location from their normal work site. An employee's participation in telework will be determined by the length and duration of the emergency and will be both initiated and ended at the discretion of the supervisor with the prior approval of the Director of Schools.

Employees are considered to have the ability to telework if: (a) his or her employer has work for the employee to perform; (b) the employer permits the employee to perform work from the employee's location; and (c) there are no extenuating circumstances that prevent the employee from performing that work. (Board Policy Sections 5.1151)

Tobacco-Free Environment

The Board of Education recognizes that smoking represents a health and safety hazard, which has serious consequences for the smoker and the nonsmoker. The Board also recognizes that all employees

should serve as positive role models for our students. In order to protect our students, staff, visitors and guests of the schools from an environment that may be harmful to them, and in compliance with Public Chapter 410 (Non-Smoker Protection Act), smoking/vaping is prohibited on all school property, in all school buildings, and in all school vehicles. Smoking is not permitted inside areas such as maintenance shops and garages and is not allowed in any form at any time inside any school building or anywhere on school property. For the purposes of this policy, smoking will mean all uses of tobacco (including all smokeless and chewing tobacco products) cigars, cigarettes (to include electronic), vaping devices, and pipes. Employees are prohibited from possessing tobacco products that are visible to others while on school property. (Board Policy Section 1.803)

Tutoring for Pay

Maryville City School Board Policy 5.608 provides guidance regarding Tutoring for Pay. The policy states that both on-site and off-site tutoring for pay must be limited to providing services to children other than those for whom the employee is currently exercising teaching, administrative, or supervisory responsibility. This rule does not apply if the requested service falls outside the scope of the regular job duties of the employee, such as ACT prep work courses, piano lessons, and tutoring in content areas outside of the teaching responsibility. In addition, it does not apply to school authorized and approved clinics, camps, etc.

It is the preference of the Board of Education that school facilities not be used for private profit. However, use may be granted for activities that advance the academic, artistic, or athletic endeavors of the district. Only current MCS students are eligible to be served under this Tutoring for Pay Policy. If an employee wants to serve children from outside MCS, then he/she will need to submit an Application for Use of School Facilities by Outside Organizations.

Wellness Program

Personal Best at MCS, coordinated through the Coordinated School Health Program, Human Resources and the Employee Health Services Clinic is designed to enhance our school district's culture of wellness. Planned activities are available throughout the year. Visit https://www.maryville-schools.org/central-office/clinic

Worker's Compensation (Board Policy 3.602)

It is a crime to knowingly provide false, incomplete, or misleading information to any party to a workers' compensation transaction for the purpose of committing fraud. Penalties may include imprisonment, fines, and/or denial of insurance benefits.

Notice of Injury: Every injured employee shall, immediately upon the occurrence of an injury or as soon thereafter as is reasonable and practicable, notify his or her immediate supervisor that an injury has occurred. In addition, notice must be provided to the Employee Health Services Clinic and/or Human Resources.

Medical Treatment (pharmacy benefits, physical therapy, specialist referral, etc.): When medical treatment is required, an appointment will be coordinated for you by the Employee Health Services Clinic. Note: Charges for medical treatment (including prescriptions) received as a result of a work-related injury/illness should not be filed on your personal health insurance.

Panel of Physicians: Tennessee Code Annotated §50-6-204(a)(4)(A) requires an employer to offer a panel of three (3) physicians.

MCS Employee Clinic 326 Melrose Street Maryville, TN 37803 865-983-0349	Blount Memorial Occupational Health at Care Today Clinic 266 Joule Street Alcoa, TN 37701 865-983-0093	Park Med 117 Gill Street Alcoa, TN 37701 865-982-3409

AFTER HOURS OPTION: Blount Memorial Hospital Emergency Room 907 E. Lamar Alexander Pkwy, Maryville, TN 37803 / 865-977-5504		

Full-Time Employee Benefits
2026-2027

If you have any questions or comments regarding benefits outlined in this handbook, please contact Ariana Moore or Brittany Trentham at 982-7121. This handbook does not guarantee benefits coverage. Eligibility requirements must be met for coverage to be in force.

Benefits Premiums

Premiums for benefits are payroll deducted over a 12-month period.

BenefitWerks

Employees have 24/7 access to benefits information at http://www.benefitwerks.com. This online platform is used for enrollment, both at the time of hire and during annual Open Enrollment periods. Plan documents for various insurance types can be viewed here.

Username: Last Name + Last 4 digits of SSN
Password: Unique password that you created at initial login
Company: MCS

COBRA Continuation of Coverage

Full-time employees that carry insurance may be eligible to continue benefits after leaving employment with Maryville City Schools. Qualifying events and period of continuation of coverage are explained in the Summary Plan Document found in BenefitWerks.

Dental Insurance

A comprehensive voluntary dental insurance plan is offered to full-time employees of Maryville City Schools. Two Dental plans are available through Delta Dental of Tennessee. The high option plan provides for preventive, routine, major services (crowns, periodontics, endodontic), and orthodontic services. A lower cost option plan does not cover major services or orthodontic services. Both plans allow for two cleanings in a 12-month period to be paid in full at a participating provider. For more information, you can visit https://www.memberportal.com/mp/delta/.

Employee Assistance Program (Health Advocate through The Standard)

An Employee Assistance Program (EAP) is provided at no charge for all full-time employees and their families. The service is provided by Health Advocate and offers confidential assessment, short-term counseling, referral (if necessary), and follow-up to you and members of your family (who live with you) who want help in dealing with daily management of stressful situations and/or managing more complex mental/behavioral health issues. If you are not familiar with what an EAP can do for you or your family, please check out this link Click Here

The phone number for assistance is **1-888-293-6948**

EPIC Hearing Health Care

Through United Healthcare, full time employees on the school district's health insurance have access to a voluntary program for hearing health care. EPIC Hearing Service Plan provides quality, cost effective, hearing healthcare. There are no monthly fees or access fees for the plan and you do not have to enroll in the program. If interested, call toll-free (866)956-5400 to activate the benefit process. Visit www.epichearing.com for more information.

Group Life Insurance

Group Life Insurance in the amount your annual earnings with a base of $30,000 and a maximum of $50,000 is provided without cost to all full-time employees through The Standard. The coverage also provides for Accidental Death and Dismemberment. Dependent coverage and is included free of charge as follows: $1,000 for your spouse and your unmarried children.

Health Insurance

A comprehensive health insurance plan emphasizing employee choice is provided for full-time employees of Maryville City Schools. Among the key features of the plan are: a network of local and national health care providers; access to local, national chain, and mail order pharmacies; and low annual premiums for elective family coverage. Maryville City Schools is self-insured and uses UMR as the third-party claims administrator.

Maryville City Schools' provider network is United Healthcare Options PPO. An option to use out-of-network providers when necessary is also available. Prescriptions are included in the health insurance plan and operate on a co-pay basis.

Open Enrollment

Open enrollment is an annual period each fall when employees may make changes to elected benefits. Changes made during open enrollment will go into effect January 1st of the following year. If an employee has a qualifying event throughout the year, then coverage may be changed within 30 days of the qualifying event. A qualifying event includes birth, marriage, legal separation and divorce, death, loss of job or reduction in hours.

Retirement

Full-time certified employees hired prior to July 1, 2014 and all full-time classified employees participate with the Tennessee Consolidated Retirement System (TCRS), now also known as the TCRS Legacy Plan. This is a defined benefit retirement plan. This means that a pension benefit is determined by using a formula established by TCRS. Several factors are incorporated into the formula, including years of service, age, and the 5 highest consecutive years of salary. Full-time employees normally attain full retirement benefits at age 60 or with 30 years of service. It is mandatory that all full-time employees participate. Part-time certified employees have the option to participate. Employees contribute 5% of their salary through a pre-tax payroll deduction.

Full-time certified employees hired after July 1, 2014 participate with TCRS in the Hybrid Plan, which consists of a defined benefit plan and a 401(k) defined contribution plan. Certified employees contribute 5% of their salary to TCRS and 2% to the 401(k) plan. Both are pre-tax deductions. Employees are automatically enrolled in the 401(k) plan but have 90 days to opt out or change their contribution percentage. Full-time classified employees will continue to participate in the Legacy Plan.

Information can be found on the TCRS website at http://treasury.tn.gov/tcrs and at RetireReady Tennessee at www.RetireReadyTN.gov.

To view your TCRS account history, annual member statement, maintain your TCRS beneficiary information or update your TCRS contact information, visit the TCRS Member Self-Service portal. Navigate to http://treasury.tn.gov/tcrs. Click Self-Service link and complete the registration process.

Retirement Health Care Plan

Health insurance may be available for those under age 65 upon retirement through the Maryville City Schools Retirement Health Care Plan. Contact Human Resources for more information.

Sick Leave Bank

Upon meeting eligibility requirements, all full-time certified and classified employees may join the sick leave bank by making a one-time contribution of three days of sick leave during the enrollment period of August, September and October. The sick leave bank can be used by members in the event of a personal catastrophic illness, emergency surgery or accident, when all other leave has been exhausted. This one-time donation is non-refundable and nontransferable. If interested, please contact Brittany Trentham. (TCA 49-5-801)

Vision Insurance

A voluntary vision insurance plan is offered to full-time employees of Maryville City Schools through Blue Cross Blue Shield of Tennessee. The plan provides a cost-effective solution for eyeglasses and contacts. An eye exam under this plan with a network provider is less expensive than under health insurance, only a $10 co-payment. For more information, visit www.bcbst.com.

Voluntary Group Term Life Insurance

Voluntary Group Life Insurance is available in $10,000.00 increments up to a maximum of $300,000.00. Rates are reasonable and increase with age if coverage remains the same. The term insurance may be converted to permanent insurance or continued as term insurance when employment ends. Voluntary life insurance is through The Standard.

Appendix A - Employee Health Services Clinic

Services

**If you have any questions, please call the clinic at 865-983-0349.*

- Abrasions
- Allergy Shots
- Bites / Stings *(Human, Insect)*
- Blood Pressure Tracking
- Breast Exam
- Burns
- Common Cold
- Conjunctivitis *(Pink Eye)*
- Contusions
- Depo-Provera Injections
- Dermatitis
- Ear Irrigation *(Impacted Cerumen)*
- Foreign Body Removal *(Simple)*
- Gastrointestinal *(N/V/D)*
- Hepatitis A Vaccination
- Hepatitis B Vaccination
- Herpes Simplex Virus I *(Cold Sore)*
- Herpes Zoster *(Shingles)*
- Indigestion
- Influenza
- Influenza Vaccination
- Lacerations / Wounds
- Lipid Profile Testing *(Cholesterol)*
- Onychomycosis *(Nail Fungus)*
- Orthomuscular *(Sprains/Strains)*
- Otitis Media *(Ear Infection)*
- Pharyngitis *(Strep Throat)*
- Pneumonia
- Poison Oak / Poison Ivy
- Removal of Skin Tags
- Seasonal Allergies
- Sinusitis
- Tetanus Immunization
- Urinary Tract Infections
- Vaginal Infections

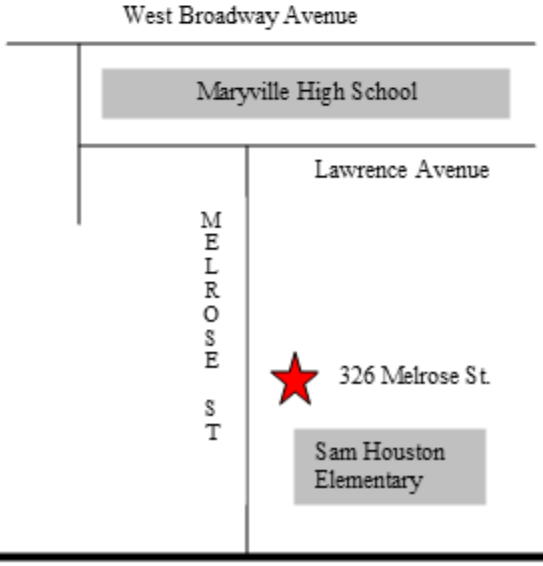
Directions

From the Central Office *(on Lawrence Avenue),* drive toward Maryville High School.

The Employee Health Services Center is a white house with black shutters, located on the left side of the street – prior to reaching the Sam Houston Elementary School campus. *The front of the house/clinic faces the school campus and not the street.*

The clinic is located on Sam Houston's exit, if you follow the flow of traffic in and out of the campus.

Note: There are white houses with black shutters on both sides of the Sam Houston school campus. Remember…the clinic is located on Sam Houston's exit; the front door of the clinic faces the Sam Houston campus and not the street; and the clinic has a carport behind it, whereas the other white house(s) have the Adventure Club building behind them.



Appendix B

Maryville City Schools
Board of Education Policy Manual 1.804 and 5.403
Drug-Free Workplace and Drug and Alcohol Testing

Drug-Free Workplace

The Board shall promote and maintain a drug-free workplace. All employees are expected and required to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. The Board is responsible for the instruction and well-being of the students entrusted to its care. The Board declares that the use of illegal drugs, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.

No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in federal law. "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school approved activity, event, or function; and any location where an employee is conducting system/school business outside of district premises.

Employees are prohibited from having controlled substances, abused prescription drugs, or any other mind altering or intoxicating substances present in their system while at work or on duty.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.

The Director of Schools shall be responsible for providing a copy of this policy to all school system employees.

Reasonable Suspicion Drug Testing

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the Director of Schools or his/her designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts, and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.
Any employee may be required to submit to substance screening if the following conditions exist (list is not inclusive):

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributed to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury; or
5. Violation of criminal statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.